

NCDOT DIVISION ONE - GENERAL POLICIES

VEHICLE LICENSE PLATES/STICKERS

- ❑ NCDOT and DOA vehicles shall display only approved logo plates and/or bumper stickers.
- ❑ Approved stickers shall either come on the vehicle from the Equipment Unit, Motor Fleet Management or be disseminated for use by NCDOT.
- ❑ Examples of approved logo plates are: Radio Call Signs: NCDOT/Unit/Department/Division designation; originally on the vehicle from the Equipment Unit or Motor Fleet; disseminated for use by NCDOT.

VEHICLE HEADLIGHTS / RUNNING LIGHTS

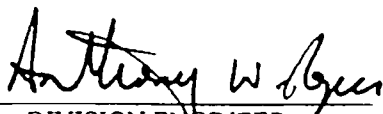
- ❑ When operating DOT/DOA vehicles on highways or projects, headlights or running lights shall be used.

CELLULAR PHONES

- ❑ Use of cell phones should not jeopardize the safety of any personnel or the operation of any equipment.
- ❑ NCDOT issued cell phones are intended for official use only.
- ❑ Calls on personal cell phones must be kept to an absolute minimum during official working hours.
- ❑ The ability for unauthorized employees to have a personal cell phone on their person on the job is a privilege and not a right.

Abuse of this privilege may lead to the privilege being taken away without warning

FAILURE TO COMPLY WITH GENERAL SAFETY POLICIES MAY RESULT IN DISCIPLINARY ACTION. *The minimum disciplinary action for infractions of the above listed policies and procedures is a documented coaching session. More severe discipline may be considered depending upon circumstances. Supervisors should consult with the appropriate Assistant Division Engineer prior to any action being taken.*


DIVISION ENGINEER


DATE